



## Smart Talk

November 2021

### Wanda's Weekly Workday Tips & Tricks - Holiday Reporting for Payroll

In preparation for the holiday season, Wanda WorkSmart's latest Tips & Tricks provides information about [holiday reporting for payroll](#), beginning with Veterans Day on November 11, 2021.

Don't Forget: Employee timesheets must be submitted by end of business Wednesday, November 10, or the last shift worked on Thursday, November 11. Managers must approve all timesheets and absence requests for the pay period by Friday, November 12.

Please note: For salaried workers, if the holiday falls on a scheduled day off, the employee will need to bank the holiday hours in order for those hours to be used or paid in the future. To bank the holiday entitlement hours, click the day of the holiday on the timesheet and select the "Holiday - Banked" time type.

For other Tips and Tricks topics, check out the [Wanda WorkSmart webpage](#).



### NEW! Workday HR Educational Series Begins November 9

The Iowa WorkSmart Team has developed a new Workday HR Educational Series designed to provide human resources staff with a better understanding of HR business processes in Workday. A variety of topics will be presented, including: The Hiring Process, Terminations, Work Schedules, Timesheets, Leave of Absences, Reports, and more! The series will be held via Zoom, every other week through January 18, 2022. For more information about the series, contact WorkSmart HCM Bureau Chief [Christy Niehaus](#).

### Resource Update

Be sure to check out these updated Workday Resource materials:

- [Employee FAQs](#) for Workday HCM have been updated for November, including additional information regarding FMLA and new Garnishment worklet. The table of contents links to specific topics. This is a great resource for a variety of questions!
- As a reminder, the [WorkSmart Training Catalog](#) is your one-stop-shop for Workday resources, including video snippets. Resources are updated and added often, so bookmark this page for future reference.

### Iowa WorkSmart Project - Phase 2 Update

Phase 2 of the Iowa WorkSmart Project - Workday Financial (FIN) - is currently in the Architect Stage, where the Workday system is designed. FIN covers a wide scope of functional areas, including Financial Accounting, Budgeting (Control), Accounts Payable (Supplier Accounts), Accounts Receivable (Customer Accounts), Banking and Settlement, Business Assets, Procurement, Projects, Grant Management, and Expenses.

Upcoming activities for the FIN Team include a WorkSmart Integration Network (WIN) meeting to prepare for all integrations into the Workday system and data validation in preparation for unit testing. Customer Confirmation Sessions (CCS) in December will preview the initial Workday FIN tenant to agency financial and technical teams, kicking off the Configure and Prototype Stage of the project.

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#### Workday Support & WorkSmart Project Information

For Workday assistance, refer to the [Workday Support Chart](#).

For WorkSmart Project information and Workday resources, visit [WorkSmart.iowa.gov](#) or contact the WorkSmart Team at [WorkSmart@iowa.gov](mailto:WorkSmart@iowa.gov).

